

MIDDLESEX UNIVERSITY COLLABORATIVE STUDENTS' ENTITLEMENT SHEET

Validated Collaborative Programmes

As a student on a Middlesex University collaborative programme, you are studying for a qualification that is designed, taught and assessed by SAE Institute (our 'Partner' Institution) but which is validated as a Middlesex University qualification. This collaboration is formalised in a Memorandum of Co-operation which sets out all of the programme's academic and administrative arrangements and which is available at your institution.

However, this student entitlement sheet is designed to answer some of the most 'frequently asked questions' on what it means practically to be a student on your programme. As with all information sheets of this type, it can only be a guide as individual programmes may vary slightly. Similarly, much of the information here is more relevant to students studying in the UK rather than to those studying with our international partners. The access entitlements for overseas students will be specifically tailored to the individual programmes. If you have any queries, you should refer to your Programme Handbook or contact your Programme Leader in the first instance.

Does this mean I am a Middlesex University student?

As a student on a Validated collaborative programme, you are a full student member of the University and, as such, you have the same responsibilities as students who are enrolled on 'in-house' programmes. These responsibilities are set out in full in the University Regulations which can be found in our formal document *University Regulations*, a copy of which will have been sent to the Head of your Institution. They are also available on-line at www.mdx.ac.uk/regulations. You are additionally registered with us as a candidate for a qualification of the University.

Will I receive a Middlesex University student identity card?

You will not receive a Middlesex University student identify card. However, in order to provide students with a visual indication of the collaboration between our two institutions, the student identity cards issued by SAE Institute for Validated collaborative programmes are entitled to include the following confirmation of their collaboration with the University: "This student is studying for [NAME OF PROGRAMME, e.g. BSc (Hons)] leading to a qualification of Middlesex University."

May I use the University's libraries?

Normally, students enrolled on a Validated collaboration are not automatically entitled to access or have borrowing rights from the University's Libraries and Learning Resource Centres (LRCs). However, if exceptionally it has been agreed that students on your programme would particularly benefit from the University's library resources, then a separate agreement will have been arranged. Your Programme Leader will be able to tell you the extent of that access agreement. For information, a full list of the services provided by the University's LRCs can be found on-line at www.lr.mdx.ac.uk.

And the Sports facilities?

Students on Validated collaborative programmes in the UK are entitled to use any of the facilities of the London Sport Institute at the University. The Institute boasts a number of excellent sports facilities on the campuses at Hendon and Trent Park as well as our own sports ground at Worlds End Lane in Winchmore Hill. Facilities include fitness centres, a sports hall, real tennis court and outdoor multi-use games areas, as well as Astroturf pitches. Each year the service publishes a handbook which provides information on the activities on offer and this is available by calling (020) 8411 4734. In addition, more information, including fee and subscription rates, can be found on 24-7 www.mdx.ac.uk/24-7 and on the Sports web site at www.mdx.ac.uk/campus/sport.

May I use any of the University's Student Support Services?

These are normally provided by your own institution and full details will be found in your Programme Handbook. Students enrolled on a Validated collaborative are not entitled to access the University's Student Support Services. However, the Disability Support Service does offer a chargeable Disabled Students' Allowance assessment. Further information can be obtained from the Disability Support Service on +44 (0) 20 8411 5366.

Am I a member of the Students' Union?

As a student on a Validated collaborative programme, you may apply to become an Associate member of Middlesex University Students' Union (MUSU). As such you are not entitled to vote in union elections or stand for election as one of the officers of MUSU. However, you are entitled to use MUSU facilities and support services and to all discounts offered by those bodies to which MUSU is affiliated, eg Transport for London. You may apply for an NUS Democracy Card which will enable access to MUSU facilities and resources. In order to obtain this Card, you should complete the Application form available from:

<http://www.musu.mdx.ac.uk/support/services/index.htm> and have it stamped and verified by your own institution to confirm your enrolment there. It should be returned, with a self-addressed envelope and passport-sized photograph, to MUSU at the Trent Park Campus address given on the form. You will then be sent an NUS democracy card, free of charge.

NUS also offer a discount card called NUS Extra. You may apply for this card online at www.nusextra.co.uk. Specific details regarding the application process are as follows: you should select Middlesex University Students' Union from the drop down menu. If your institution is not listed in the delivery address options, you should select "Cat Hill Campus Remote Issue" and send an e-mail within 5 working days of applying to Pat Aylott (p.aylott@mdx.ac.uk) requesting that the card be forwarded to either to your institution or home address (which should be included).

As information, for partner institutions based within London, the Transport for London discount scheme exists for all students, but is not an automatic benefit of MUSU membership. In order to obtain access to this scheme, your institutions will need to register separately with TFL. Once registered, you may apply via your institution for this card.

With the exception of the externally managed TFL scheme, the complete range of support and services open to MUSU members is available from www.musu.mdx.ac.uk.

What about my student record – what sort of information do you need from me?

The registration details of students on Validated collaborative programmes are held by our Collaborative Programmes Office on a separate collaborative student management system. This includes your name, date of birth, gender and ethnicity, your start date, anticipated end date of your studies and final qualification classification. We do not hold any of your programme details such as subjects studied or grades and credits achieved – these are held by SAE Institute.

Am I entitled to Financial Support from the University?

Validated collaborative programmes are not publicly-funded and students are therefore not normally entitled to statutory financial support from their LA in England. Accordingly, Validated students are not entitled to apply to the University's Access to Learning Fund for additional financial support. Further information or advice can be found within your own institution and on 24/7 at www.mdx.ac.uk/24-7/mwas.

What will the University give me once I've finished my studies?

Firstly, once you have successfully completed your programme, your award will be conferred on you by your Institution's Assessment Board which Middlesex University staff also attend. You will then be entitled to attend one of the University's Graduation Ceremonies held at our Hendon Campus in London in July. Alternatively, your institution may hold its own Graduation Ceremony at which Middlesex University will be represented. For those students that attend the ceremonies at Hendon, invitations will be sent to you, via your Programme Leader, by the

Academic Registry's Assessment Office. Full information can be found on 24-7 or by contacting the Graduation Ceremonies Administrator on 020 8411 6355 (or +44 20 8411 6355 from overseas). A full transcript of the modules studied and grades and credits gained will be sent to you by your Institution. This transcript will be verified by the University. Your Qualification Certificate will subsequently be posted to you by the Academic Registry's Assessment Office. Thereafter, you will be entitled to use the Alumni Association's services www.mdx.ac.uk/24-7/alumni.

We hope that this sheet has provided some useful information. However, if you are still unclear about what you can and cannot do as a Validated collaborative student, each University collaborative programme is overseen by at least two Link Tutors (normally one each from our Partner and the University). These Link Tutors work to ensure the smooth running of the programme and the communication between our institutions, and will be able to answer many of your questions. In addition, we also have a central Collaborative Programmes Office at the University whose staff will be able to help you with any question of a collaborative nature you may have. You may contact them on 020 8411 4879/6389/6436 (or from overseas +44 20 8411 4879/6389/6436).

Best wishes for an enjoyable and successful time of study as a Middlesex University Validated collaborative student.